

mesmo

CONSULTANCY

managing email smartly

maximises opportunities



CYBER SECURITY FOR PAs & EAs (From Liability to Defender)

Dr Monica Seeley, Mesmo Consultancy

© Mesmo Consultancy 2020

1

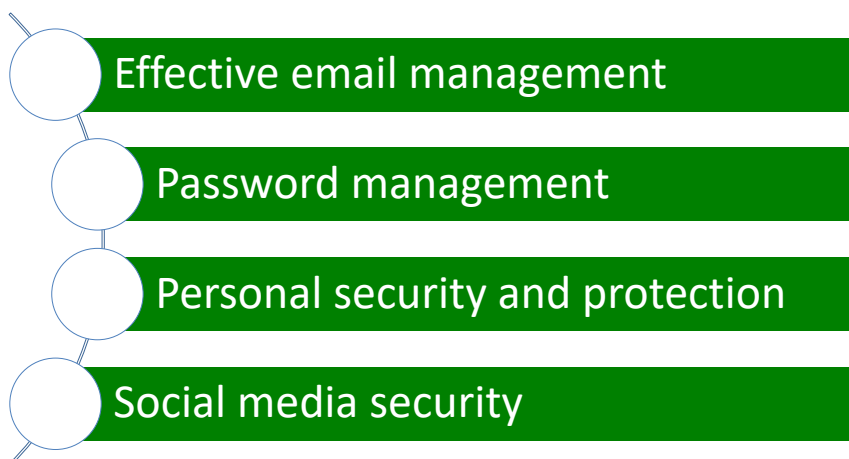
Clients



© Mesmo Consultancy 2020

2

From liability to defender



© Mesmo Consultancy 2020

3

Cyber attacks – the cost



- 3.4bn fraudulent emails per day
- £2.8M per minute
- 3.5 hrs to clear up Phishing attack
- £1bn stolen from consumers

Cyber Criminal basic wage = £1.5M year

© Mesmo Consultancy 2020

The inbox



- Fake emails
 - Malware
 - Ransom demand
 - Phishing
- Out of office message

© Mesmo Consultancy 2020

5

Email Best Practice – The Nine Ps

1. **Put** aside quality time to deal with email
2. **Place** your emails in folders
3. **Prioritise and block** unwanted emails
4. **Protect your well-being**
5. **Pick** the right medium
6. **Point** out the purpose of your emails
7. **Pen** your email in plain English
8. **Patrol** your use of attachments
9. **Protect** your image and that of your organisation

© Mesmo Consultancy 2020

6

Defense to email attacks – Seven key actions



1. Call senders
2. URLs/domain names – check
3. Case, spelling, grammar – be cautious
4. Email links - go direct to website
5. Auto-fills – review
6. OOO – minimal
7. Personal emails keep to personal accounts

© Mesmo Consultancy 2020

7

Defense to prying eyes in cafes etc.



Action

- ✓ Activity Apps – check privacy
- ✓ Activity data - keep it private
- ✓ App software – update
- ✓ Anonymity rules
- ✓ Personal belongings – keep them close
- ✓ Devices – close when not in use
- ✓ WiFi- be secure
- ✓ RFID Credit card protector

© Mesmo Consultancy 2020

8

Defense to password theft



Action

- ✓ Strong
- ✓ Change regularly
- ✓ Password manager app/software
- ✓ Site specific
- ✓ Multi-factor authentication

© Mesmo Consultancy 2020

9

Internet Stasi– defense to cyber crime



Action

- ✓ DuckDuckGo
- ✓ Google – My Activity
- ✓ Choose which Apps link to your Google account etc

© Mesmo Consultancy 2020

10

Social Media – the open door



40 million Facebook passwords stolen

False Tweets sent to over 10,000
US Government employees

117 million credentials stolen from
LinkedIn

© Mesmo Consultancy 2020

11

Social Media – defense to cyber crime



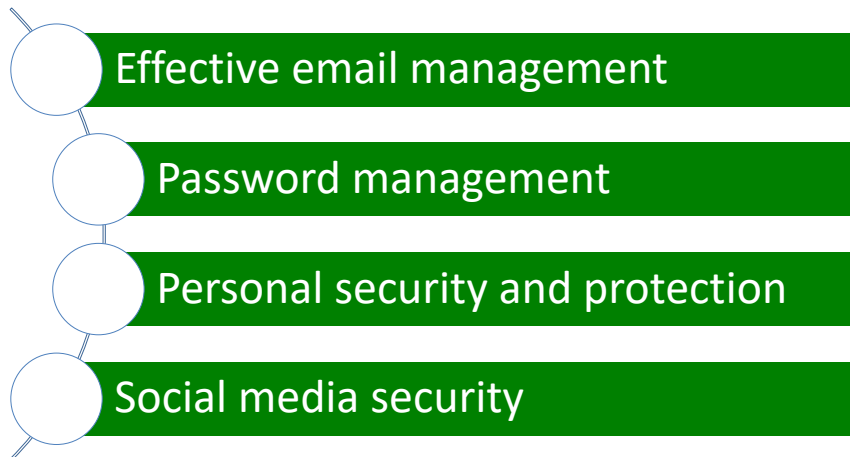
Action

- ✓ Limit location tracking
- ✓ Check security options
- ✓ Strong & separate passwords
- ✓ Information request – reject
- ✓ Adverts - resist
- ✓ Separate profiles
- ✓ Logging in with social media profile – limit
- ✓ Anti-virus software - update

© Mesmo Consultancy 2020

12

From liability to defender



© Mesmo Consultancy 2020

13

Cyber Resilience – Your Contribution



1. Respect email
2. Educate colleagues
3. Encourage skepticism & patience
4. Subscribe to a newsfeed
5. Limit what you share on social media

© Mesmo Consultancy 2020

14



managing email smartly
maximises opportunities

CALL: 01202 43 43 40
EMAIL: info@mesmo.co.uk

[Home](#) [Assess Yourself](#) [Services](#) [Why choose us?](#) [Contact us](#) [Blogs](#) [Events](#) [Books](#) [Press room](#) [Videos](#)



"How much money do you throw away every day through poor email management?"


Use our calculator:

How many emails do you receive a day?
e.g. 50

Calculate

5 ways Mesmo can help:


1. Sign up for email newsletter
2. Book a workshop
3. Email best practice policy
4. Consultancy
5. Our Books

 Emaildoctor
  Mesmo Consultancy
  Monica Seeley




© Mesmo Consultancy 2020

15



[← Back to Events](#)

Smart Email Management – September Schedule

- **Date of event:** Every Monday at 12.00 Noon GMT
- **Cost:** \$10 per webinar
- **Location:** Zoom
- **Contact:** Monica E Seeley
- **Telephone:** +441202434340
- **Email:** susan@mesmo.co.uk
- **Web address:** www.mesmo.co.uk


Event description:

Smart Email Management: here is the September schedule for our series of joint webinars with Melissa Esquebel of Sawbuck Seminars. Each is designed to help you use electronic communications to save time and your improve performance and wellbeing. Each costs \$10 (about £8/€9) per session. This gives you access to the recording and handouts for each session.

- 07 September - Meeting Madness - Led by Monica
- 14 September - Tracking Your Time using Data - Led by Melissa
- 21 September - Too Much Screen Time - Led by Melissa and Monica
- 28 September - A Different View on the Inbox - Led by Monica

[Click here for more details and to register for all or any of these sessions.](#)

Meanwhile, for questions relating to these topics, please post them on one of our discussion



<https://sawbuckseminars.com/special-series-mesmo-consultancy/>

© Mesmo Consultancy 2020

16